The Oakville, Milton and District Real Estate Board

Unlicensed Assistant Subscriber
Effective December 2016

APPLICANT (Administrator)

First Name	Last Name
Email	Contact Number
REALTOR® Member you are working for:	Member Board I.D. #

BROKERAGE

Brokerage Name	Brokerage Code
Office Address	
City	Postal Code
Office Phone	Office Fax

As the responsible REALTOR® Member, I certify that the above named administrator is not a licensed REALTOR® and is employed by this firm. I am approving their access to The Oakville, Milton and District Real Estate Board (OMDREB) MLS® System (Matrix).

Initial Here: _____

I will notify the Board Office when this employee is no longer employed by me for the immediate de-activation of the login and password signature. I also understand that failure to follow these procedures will result in a fine of $100.\

Initial Here: _____

I understand that I, the REALTOR® Member, am responsible for the $60.00 (+HST) quarterly billing per Administrator to access the OMDREB MLS® System (Matrix) and any activation/de-activation fees that may occur. I further understand that these fees are non-refundable.

Initial Here: _____

I understand that I will be liable for any unauthorized usage of the OMDREB MLS® System (Matrix) as outlined in the OMDREB Rules & Regulations.

Initial Here: _____

I understand that, if applicable, I will be charged an activation fee for **Scout for SAFEACCESS™** at a cost of $25.00 (+HST)

Initial Here: _____

The **Scout for SAFEACCESS™** platform has effective, automated methods for tracking and identifying shared logins as well as an automated remediation process to deal with accounts violating this policy.

Failure to comply with this provision may result in the account being flagged and the matter being referred to the Professional Standards Committee for possible disciplinary action against the offending Administrator(s) and REALTOR® Member, which may include a maximum fine of $10,000 and loss of Subscriber privileges.

_____   _____
Unlicensed Assistant Signature   Date

_____   _____
REALTOR® Member Signature   Date

_____   _____   _____
Broker of Record/Manager (Print Name)   Broker / Manager Signature   Date